

Child and Adult Care Food Program Civil Rights Requirements for all Institutions

1. All institutions must offer the Child and Adult Care Food Program in a non-discriminating manner.
2. All institutions must collect and report racial and ethnic data initially when coming on the program and annually thereafter.
 - a) Collect racial and ethnic data for potential participants and report on CR
3. Keep on file for three years, plus current year.
 - a) Collect racial and ethnic data for actual participants and report before October 31 on CNP 2000.
4. All institutions must offer CACFP to infants in care.
5. All institutions must submit a public release to their local news media describing their specific program including the nondiscrimination statement. Submit a copy and to whom it was sent to the SDE with renewal application.
6. All institutions must develop and implement Civil Rights complaint procedures to handle any discrimination complaint.
7. All institutions must have readily available Civil Rights complaint forms to give to complainants who have a complaint.
8. All institutions must have a Civil Rights Complaint Log to track any such complaints.
9. All institutions must train their staff on Civil Rights requirements before the staff assume their duties in CACFP and annually thereafter. This includes all board members. To include the following minimum training requirements:
 - a) What is discrimination?
 - b) Collecting and recording racial and ethnic data
 - c) Where to display the And Justice for All posters
 - d) What is a Civil Rights complaint
 - e) How to handle a Civil Rights complaint
10. All institutions must display the And Justice for All poster in a prominent place.
11. All institutions must use the USDA long version of the non-discrimination statement on all public correspondence that implies or mentions USDA or CACFP of materials of more than one page. The short version can be used on all materials of less than one page—back and front.